

# Policy and Procedure

<b>Reference:</b>	SS7.1.100
<b>Title:</b>	Assessment Extensions, Exam Deferrals and Late Penalty Policy and Procedure
<b>Custodian:</b>	Senior Manager – Academic Pathways Programs
<b>Reviewer:</b>	Managers - Academic Pathway Programs
<b>Date Approved:</b>	1 March 2024
<b>Review Date:</b>	1 March 2025
<b>Audience:</b>	UQ College Academic Pathway Program Students (FP, TPP, VET)
<b>Associated Policies:</b>	UQC Student Integrity and Misconduct Policy and Procedure UQC Complaints and Appeals Policy
<b>Version:</b>	3.0

## Purpose

This policy details the following:

- Extensions to assessment tasks e.g. Exams (deferral), Assignments, Presentations, Practicals
- Late submission penalties

## Policy

### 1. Assessment Extension Requests

- Students are required to apply for an extension to a **non-exam assessment** (e.g., assignment, presentation, essay, report) before the submission due date and time.
- Students are required to apply for an **extension (deferral) to an exam** no later than **three days** after the exam date.

### 2. Grounds for approval

Requests for an assessment extension or deferral are approved or rejected based on grounds and/or supporting documentation provided by the student. A list of acceptable reasons and supporting evidence for extension requests can be found on the University of Queensland website at [my.uq.edu.au/files/11502/evidence-assessment-extension-application.pdf](https://my.uq.edu.au/files/11502/evidence-assessment-extension-application.pdf)

3. Penalty for Late Submission of Non-exam Assessment
  - a. Where a non-exam assessment is completed or submitted after the due date and without an approved extension, a penalty of 1 grade-band or deduction of 10% (whichever is relevant for the assessment) is applicable for each 48-hour block after the due date
  - b. For submissions which exceed the due date and time by 7 calendar days, a grade of DNS (Did Not Submit) will be awarded for that assessment item. Feedback may be provided to the student
4. Penalty for Failing to Sit an Examination
  - a. If a student fails to sit an exam and does not apply for a deferral within three days of the exam date, a grade of DNS (Did Not Submit) will be awarded for that exam.

## Procedure

1. Students are required to submit assessment extension requests (including supporting documentation) either through the Course Help menu on a Blackboard site or directly via the student portal.
2. Receipt of the request will be acknowledged by the College.
3. A decision on the request will be communicated to the student within two business days via email and will detail:
  - a. The reasons for the request being denied, or
  - b. The revised due date of the assessment according to the circumstances detailed in the student's request.

If the circumstances surrounding the initial extension request have since changed, requests for a second extension may be approved. The student must again show grounds for a second extension. Such requests may not be approved if the student is disadvantaged by receiving approval or if the timeframe for a second extension is unworkable. Complex cases will be referred to an Academic Manager.

## Appeals

If a student is not satisfied with the outcome of the extension request process, the student may appeal the decision by following the UQ College Complaints and Appeals Policy.

## Document History

Version	Summary of Changes	Author	Action Date
1.0	Initial Version	Academic Manager	1 July 2022

<b>2.0</b>	Updates to position titles Update to grade of DNS (0%) as result for failing to submit an assessment Updates to consolidate FP/TPP procedure with that of VET to create uniform Pathway Program Procedure	Senior Manager – Academic Programs	1 Nov 2023
<b>3.0</b>	Updates to procedures in consultation with Academic Administration	Manager – Academic Programs	1 March 2024